Employees Retirement System for State Agencies
Addenda Record Format Instructions

Payment information must be formatted as shown in this **sample record:**

TXP	*	**123**	*	**67501**	*	**071231**	*	**1**	*	**9000000**	\
Begin record (always use **TXP**)		Your 3-digit agency number		Tax Type Code (always use **67501**)		Last day of period for which liability is being paid; use YYMMDD format (example: **December 31, 2007**)		Amount Type (see below)		Amount paying (example: **$90,000.00**) Note: Do not use commas or decimals	End record (always use a back slash)

Use " * " to separate each entry, and end with " \ ".

<div style="border:1px solid">

Amount Type Codes:

1 = Insurance (Employee)	**4** = Cafeteria Plan (Employee)	**8** = Membership Fees (Employer)
2 = Insurance (Employer - Active)	**5** = Retirement (Employee)	**9** = Insurance (Employer-SKIP)
3 = Insurance (Employer - Retired)	**6** = Retirement (Employer)	**A** = Insurance (Active Opt-Out)
	7 = Service Purchases (Employer)	**B** = Insurance (Retiree Opt-Out)

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The sum of the amounts MUST equal the total amount of liability being paid.

If you do not have a liability in one of the amount types, it is not necessary to provide the amount type code or the corresponding amount (i.e. $0).

You may enter up to three amount types in a single addenda record.

EXAMPLE: TXP*123*67501*061231*1*90000*2*70000*4*40000\

Addenda Record Format

FIELD NUMBER	DESCRIPTION	FIELD LENGTH	CONTENTS
1	Segment Identifier	3	TXP
	Separator	1	*
2	Taxpayer ID Number	3	Numeric
	Separator	1	*
3	Tax Type Code	5	Numeric
	Separator	1	*
4	Tax Period End Date	6	YYMMDD
	Separator	1	*
5	Amount Type	1	Alpha/Numeric
	Separator	1	*
6	Amount	1-10	$$$$$$$$cc
	Terminator	1	\

If you have questions, please call:
(800) 531-5441, ext. 3-3010